

# **MOTOR VEHICLE RECORDS 5 YEAR DRIVER LICENSE**

## **Learning Objectives**

- To know the two different types (restricted and non-restricted) of Driver License MVR available to the customer
- To know the criteria required to issue a Driver License MVR
- To know who is eligible (the permissible uses) to obtain a Driver License MVR
- To know the fees for certified 5-Year MVR

## **Performance Objectives**

- To correctly determine the eligibility of a customer requesting an MVR
- To correctly print a 5-year restricted or non-restricted, Driver License MVR

## DRIVER LICENSE MVR

### General Information

An MVR is a Motor Vehicle Record. It displays the:

- Customers name and address
- Previous and current license numbers
- Citations and any suspensions or revocations

The customer may request a five-year certified MVR. Check the form to determine the appropriate MVR being requested before issuing.

The fees for a Driver License MVR are:

MVD		3 <sup>RD</sup> PARTY	
Over the counter	Certified	Certified Found	\$5.00
	\$5.00	Certified Not Found	\$3.00
	Drop off		
	\$5.00		

A customer may also access the website [www.servicearizona.com](http://www.servicearizona.com) for an MVR

Each requester must fill out an MVR Request form. For requesters who have been granted the right to obtain an MVR by an applicable permissible use (**except permissible use 11**), they must provide one of the following pieces of information:

For a driver record:

- Arizona Driver License/Customer Number
- Customer' Name

Requestor may provide any additional information, such as a D.O.B. This may assist in obtaining the correct record

The one-item search criterion does not apply to requesters using permissible use #11 (box 5). They must provide the following three pieces of information

- Arizona Driver License/Customer Number
- Customer' Name
- Customers Date of Birth

You may access this form from the MVD website at <http://spweb/intranet/mvd/formsandpub/default.asp>

## Two Types Of Driver License MVR Restricted and Non-Restricted

- Non-restricted – Contains personal information such as social security number, photograph and medical information
- Restricted – Contains limited personal information such as name, address, and driver license number, but does not contain social security number, photograph or medical information

The “permissible use” box checked will determine if a restricted or non-restricted MVR is issued. Every person requesting an MVR is required to check a “permissible use” box on the back of the form and provide any additional required information where indicated.

- First six boxes are for non-restricted
- The last seven are for restricted

An individual must give **consent** prior to the release of their MVR to any person or entity **not otherwise authorized to receive it**. A status code 81 is on every record where consent to release has not been given.

There are two ways for a customer to give consent to someone.

1. : **A general express consent** This consent is given by checking the OPT IN box on the Driver License application, title application, renewal notice, change of address card or filling out the Consent To Release Motor Vehicle Record General Release form 96-0276. The CSR will remove the SC81 from the driver record and any vehicle records in the customer’s name.
  - When the SC81 is not on the record, and the requestor has checked Box 5 (Permissible use 11) on the back of the application, the requestor must provide all three criteria
2. **One time express consent:** Express Consent is given by checking the OPT IN box on the Driver License application or change of address card. The CSR will remove the SC81 from the record. You may access these forms from the MVD website at <http://spweb/intranet/mvd/formsandpub/default.asp>

Complete the “MVD Use” section on the front and the “Certification” section on the back of the form. It must be signed by the requester and witnessed by the MVD agent, Third Party Processor or a notary.

When releasing a certified MVR:

- Prepare a "Certificate of Authentication"
  - a. Validate the date above the pre-printed Director's signature
  - b. Staple the "Certificate of Authentication" to the MVR as the last page
- Give the completed packet to the customer

**NOTE:** Records Unit Personnel are the only individuals authorized to issue the 10-year certified driver MVR and to certify MVR supporting documents such as film records, photographs/digital images, etc. with the Custodian Of Records signature stamp.

The MVR requests must be retained:

MVD	3 <sup>rd</sup> PARTY
MVD retains the application in their office for 1 year	Third Party will retain the application in their office for 3 years

There are two different reports for each MVR type (restricted or non-restricted). Below are the switching codes for the different MVR requests.

MVD		3 <sup>RD</sup> PARTY		
<u>RESTRICTED MVR</u> 5 year certified	<u>SWITCHING CODE</u> V3	<u>RESTRICTED MVR</u> • 5-year certified	<u>TRAN</u> MDTML	<u>KEY</u> F3
<u>NON-RESTRICTED</u> 5 year certified	<u>SWITCHING CODE</u> Z3	<u>NON-RESTRICTED MVR</u> • 5-year certified	<u>TRAN</u> MDTMLN	<u>SWITCH/CODE</u> Z7
		<b>Note:</b> 39-month MVRs cannot be certified.		

## READING A 5 YEAR DRIVER LICENSE MVR

A 5-year driver license MVR is a certified printout of a persons driving record. Below is a list of the sections of an MVR. On the following pages is the breakdown of each section.

FIELD	DESCRIPTION
<b>Section 1</b>	Certification Statement of Document
<b>Section 2</b>	Lists name and address information. It also lists current license information and physicals. Restrictions, which use letter codes on a license, are defined.
<b>Section 3</b>	Lists endorsement information. Each endorsement is defined based on the letter code used on the system
<b>Section 4</b>	Lists the history of identification licenses and/or permits
<b>Section 5</b>	Lists the history of additional license and/or permits, if needed
<b>Section 6</b>	Lists previous license information
<b>Section 7</b>	Gives an explanation of the status codes on the record
<b>Section 8</b>	Identifies actions and suspensions from the DM segments. It lists the action date, type of action, status of license, notification status. If a traffic violation is listed, it will contain the violation code, date of violation, type of violation, location, and the amount of the fine and court code. This section will also list comments that are entered on the system.

<b>SECTION 1</b>			
ARIZONA <b>RESTRICTED</b>		FOR PAST FIVE YEARS AS OF 06/19/02 D050267	
MOTOR VEHICLE RECORD		RECORD SECTION 01 OF 04	
THIS DOCUMENT IS A CERTIFIED DUPLICATE OF THE INFORMATION CONTAINED IN THE COMPUTER STORAGE DEVICES OF THE DEPARTMENT OF TRANSPORTATION, MOTOR VEHICLE DIVISION, IN ACCORDANCE WITH ARIZONA REVISED STATUTES SECTION 28-444.			
<b>SECTION 2</b>			
NAME	CLS	DOB	CUSTOMER#
ALI, SEGMENTS		B 01011960	B00008801
EXP DATE	ISS DATE	WGT EY HGT HR SEX	
01011996	01251992	140 BL 508 BR F	
STREET		CITY	ST ZIP CTRY
111 CENTRAL		PHOENIX	AZ 85001
MAILING ADDRESS		CITY	ST ZIP CTRY
POB 4033		SCOTTSDALE	AZ 85260
RESTRICTIONS: CORRECTIVE LENS			
<b>SECTION 3</b>			
ENDORSEMENTS: PASSENGER - BUS/SCH BUS HAZARDOUS MATERIALS			
<b>SECTION 4</b>			
IDENTIFICATION NUMBERS AND/OR PERMITS			
CLS: ID LIC. ISS DTE: 10101996 EXP DTE: NONE STATUS: CANCELLED			
LICENSE NO: B00008801			
CLS: ID LIC. ISS DTE: 04041996 EXP DTE: NONE STATUS: CANCELLED			
LICENSE NO: B00008801			
<b>SECTION 5</b>			
ADDITIONAL LICENSES AND/OR PERMITS			
CLS: ID LIC. ISS DTE: 02051990 EXP DTE: 01011994 STATUS:			
LICENSE NO: B00008801			
CLS: M ISS DTE: 02051991 EXP DTE: 08051991 STATUS:			
RESTRICTIONS: INSTRUCTION PERMIT			
ENDORSEMENTS: NONE			
<b>SECTION 6</b>			
ST EXPIRES	PREVIOUS LICENSE	ST EXPIRES	PREVIOUS LICENSE
AZ 00000000	B00008801	AZ 01011994	B00008801
AZ 02111991	B00008801	AZ 07201990	B00008801
AZ02111991	B00008801	CA 01011994	19381918 CDL A

## SECTION 7

-----> STAT CODE F/R SUSPENSION (DL ONLY)  
-----> STAT CODE F/R SUSPENSION - ALL REGISTRATIONS  
-----> STAT CODE NRVC - FAILURE TO COMPLY SUSPENSION  
-----> STAT CODE WARRANT OUTSTANDING  
-----> STAT CODE MANDATORY INSURANCE SUSPENSION  
-----> STAT CODE SUSPENSION - MVD ACTION REQUIRED  
-----> STAT CODE SUSPENSION - COURT ACTION REQUIRED  
-----> STAT CODE COURT DIRECTED ALCOHOL CLASSES  
-----> STAT CODE REINSTATEMENT FEE DUE - FR/MI ACTION  
-----> STAT CODE REINSTATEMENT FEE DUE  
-----> STAT CODE SR22 REQ/VEHICLE ONLY - M.I. ACTION  
-----> STAT CODE VOTER REGISTRATION

## SECTION 8

ACT DATE	VIOL CODE	DESCRIPTION
06101991	FR ACTION	LICENSE & REGISTRATION (S) SUSPENDED – 99001219
09281992	CS ACTION	LICENSE SUSPENDED - 00000000000C338737
		NOTIFICATION STATUS: MAILED 08241993
10071992	CS ACTION	LICENSE SUSPENDED - 00000000000B2228178 NOTIFICATION
		STATUS: MAILED 08011993
01041993	FR ACTION	REGISTRATION (S) SUSPENDED - MI13012555
04111993	NRVC ACT.	LICENSE SUSPENDED - 00000000000CR567754
		NOTIFICATION STATUS: UNKNOWN
06141993	FR ACTION	LICENSE & REGISTRATION (S) SUSPENDED - MI00123564A
		***** END OF RECORD *****

## EXAMPLE OF 5 YEAR RESTRICTED MVR

ARIZONA **RESTRICTED** FOR PAST FIVE YEARS AS OF 06/19/02 D050267  
MOTOR VEHICLE RECORD RECORD SECTION 01 OF 04  
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NAME	CLS	DOB	CUSTOMER#
ALI, SEGMENTS	B	01011960	B00008801
EXP DATE	ISS DATE	WGT EY HGT HR SEX	
01011996	01251992	140 BL 508 BR F	
STREET	CITY	ST ZIP CTRY	
111 CENTRAL	PHOENIX	AZ 85001	
MAILING ADDRESS	CITY	ST ZIP CTRY	
POB 4033	SCOTTSDALE	AZ 85260	
RESTRICTIONS: CORRECTIVE LENS			

ENDORSEMENTS: PASSENGER - BUS/SCH BUS HAZARDOUS MATERIALS

IDENTIFICATION NUMBERS AND/OR PERMITS

CLS: ID LIC.	ISS DTE: 10101996	EXP DTE: NONE	STATUS: CANCELLED
LICENSE NO: B00008801			
CLS: ID LIC.	ISS DTE: 04041996	EXP DTE: NONE	STATUS: CANCELLED
LICENSE NO: B00008801			

MVR FOR PAST FIVE YEARS OF ALI, ,SEGMENTS

RECORD SECTION 02 OF 04  
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ADDITIONAL LICENSES AND/OR PERMITS

CLS: ID LIC.	ISS DTE: 02051990	EXP DTE: 01011994	STATUS:
LICENSE NO: B00008801			
CLS: M	ISS DTE: 02051991	EXP DTE: 08051991	STATUS:
RESTRICTIONS: INSTRUCTION PERMIT			
ENDORSEMENTS: NONE			

ST EXPIRES	PREVIOUS LICENSE	ST EXPIRES	PREVIOUS LICENSE
AZ 00000000	B00008801	AZ 01011994	B00008801
AZ 02111991	B00008801	AZ 07201990	B00008801
AZ 02111991	B00008801	CA 01011994	19381918 CDL A

-----> STAT CODE F/R SUSPENSION (DL ONLY)  
-----> STAT CODE F/R SUSPENSION - ALL REGISTRATIONS  
-----> STAT CODE NRVC - FAILURE TO COMPLY SUSPENSION



## EXAMPLE OF 5 YEAR RESTRICTED MVR

MVR FOR PAST FIVE YEARS OF ALI,,SEGMENTS

### RECORD SECTION 03 OF 04

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-----> STAT CODE WARRANT OUTSTANDING  
-----> STAT CODE MANDATORY INSURANCE SUSPENSION  
-----> STAT CODE SUSPENSION - MVD ACTION REQUIRED  
-----> STAT CODE SUSPENSION - COURT ACTION REQUIRED  
-----> STAT CODE COURT DIRECTED ALCOHOL CLASSES  
-----> STAT CODE REINSTATEMENT FEE DUE - FR/MI ACTION  
-----> STAT CODE REINSTATEMENT FEE DUE  
-----> STAT CODE SR22 REQ/VEHICLE ONLY - M.I. ACTION  
-----> STAT CODE VOTER REGISTRATION

ACT DATE	VIOL CODE	D E S C R I P T I O N
06101991	FR ACTION	LICENSE & REGISTRATION (S) SUSPENDED - 99001219
09281992	CS ACTION	LICENSE SUSPENDED - 00000000000C338737
		NOTIFICATION STATUS: MAILED 08241993
10071992	CS ACTION	LICENSE SUSPENDED - 0000000000B2228178

MVR FOR PAST FIVE YEARS OF ALI,,SEGMENTS

### RECORD SECTION 04 OF 04

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ACT DATE	VIOL CODE	D E S C R I P T I O N
		NOTIFICATION STATUS: MAILED 08011993
01041993	FR ACTION	REGISTRATION(S) SUSPENDED - MI13012555
04111993	NRVC ACT.	LICENSE SUSPENDED - 0000000000CR567754
		NOTIFICATION STATUS: UNKNOWN
06141993	FR ACTION	LICENSE & REGISTRATION (S) SUSPENDED - MI00123564A
* * * * * END OF RECORD * * * * *		

**EXAMPLE OF 5 YEAR NON-RESTRICTED MVR**

ARIZONA NON-RESTRICTED FOR PAST FIVE YEARS AS OF 06/19/02 D050267  
MOTOR VEHICLE RECORD RECORD SECTION 01 OF 04  
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ACCORDANCE WITH ARIZONA REVISED STATUTES SECTION 28-444.

NAME	CLS	DOB	CUSTOMER#
ALI, ,SEGMENTS	B	01011960	B00008801
EXP DATE	ISS DATE	WGT EY HGT HR SEX	
01011996	01251992	140 BL 508 BR F	
STREET	CITY	ST	ZIP CTRY
111 CENTRAL	PHOENIX	AZ	85001
MAILING ADDRESS	CITY	ST	ZIP CTRY
POB 4033	SCOTTSDALE	AZ	85260
RESTRICTIONS: CORRECTIVE LENS			

ENDORSEMENTS: PASSENGER - BUS/SCH BUS HAZARDOUS MATERIALS

IDENTIFICATION NUMBERS AND/OR PERMITS

CLS: ID LIC.	ISS DTE: 10101996	EXP DTE: NONE	STATUS: CANCELLED
LICENSE NO: B00008801			
CLS: ID LIC.	ISS DTE: 04041996	EXP DTE: NONE	STATUS: CANCELLED
LICENSE NO: B00008801			

MVR FOR PAST FIVE YEARS OF ALI, ,SEGMENTS

RECORD SECTION 02 OF 04

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ADDITIONAL LICENSES AND/OR PERMITS

CLS: ID LIC.	ISS DTE: 02051990	EXP DTE: 01011994	STATUS:
LICENSE NO: B00008801			
CLS: M	ISS DTE: 02051991	EXP DTE: 08051991	STATUS:
RESTRICTIONS: INSTRUCTION PERMIT			
ENDORSEMENTS: NONE			

ST EXPIRES	PREVIOUS LICENSE	ST EXPIRES	PREVIOUS LICENSE
AZ 00000000	B00008801	AZ 01011994	B00008801
AZ 02111991	B00008801	AZ 07201990	B00008801
AZ 02111991	B00008801	CA 01011994	19381918 CDL A

-----> STAT CODE F/R SUSPENSION (DL ONLY)  
-----> STAT CODE F/R SUSPENSION - ALL REGISTRATIONS  
-----> STAT CODE NRVC - FAILURE TO COMPLY SUSPENSION  
-----> STAT CODE WARRANT OUTSTANDING  
-----> STAT CODE MANDATORY INSURANCE SUSPENSION  
-----> STAT CODE SUSPENSION - MVD ACTION REQUIRED  
-----> STAT CODE SUSPENSION - COURT ACTION REQUIRED  
-----> STAT CODE COURT DIRECTED ALCOHOL CLASSES  
-----> STAT CODE REINSTATEMENT FEE DUE - FR/MI ACTION  
-----> STAT CODE REINSTATEMENT FEE DUE  
-----> STAT CODE SR22 REQ/VEHICLE ONLY - M.I. ACTION  
-----> STAT CODE VOTER REGISTRATION

**EXAMPLE OF 5 YEAR NON-RESTRICTED MVR**

ACT DATE	VIOL CODE	DESCRIPTION
06101991	FR ACTION	LICENSE & REGISTRATION(S) SUSPENDED - 99001219
09281992	CS ACTION	LICENSE SUSPENDED - 00000000000C338737
		NOTIFICATION STATUS: MAILED 08241993
10071992	CS ACTION	LICENSE SUSPENDED - 00000000000B2228178

MVR FOR PAST FIVE YEARS OF ALI,,SEGMENTS

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		NOTIFICATION STATUS: MAILED 08011993
01041993	FR ACTION	REGISTRATION(S) SUSPENDED - MI13012555
04111993	NRVC ACT.	LICENSE SUSPENDED - 00000000000CR567754
		NOTIFICATION STATUS: UNKNOWN
06141993	FR ACTION	LICENSE & REGISTRATION(S) SUSPENDED - MI00123564A

\* \* \* \* \* END OF RECORD \* \* \* \* \*